



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

OFFICE TECHNICIAN (TYPING)

\$2,686 - \$3,264

FRAUD DIVISION

ORANGE REGIONAL OFFICE

RESPONSIBILITIES:

The Department of Insurance, Fraud Division is seeking an experienced clerical employee to provide support for the Orange Regional office. The successful candidate will have to demonstrate a high degree of initiative and independence. Duties will include, but are not limited to, properly matching incoming mail to existing files; delivering and retrieving files to/from the staff members and properly re-filing cases in the file room; fully prepare files to be shipped, stored or destroyed; perform other duties as assigned. The incumbent is required to work independently and must possess good computer skills and knowledge of a range of software applications including but not limited to Oracle and other databases (e.g. Microsoft Access, MS Excel). The incumbent must be able to use Microsoft Word with ability to produce accurate, timely reports. They are to employ good judgment to determine the method that works best to achieve the desired results. The Office Technician must demonstrate the ability to communicate effectively with staff and the public and work cooperatively with others; and performing other duties as required.

Background check and fingerprinting required.

DESIRABLE QUALIFICATIONS:

- Excellent public relations skills and communications skills
- Demonstrated skill in various computer applications, including Microsoft Word, Excel, and Access
- Good typing skills
- Ability to use sound judgment and willingness to exercise a high degree of initiative, independence and originality in performing assigned tasks
- Ability to maintain a courteous and professional demeanor at all times

WHO MAY APPLY:

Applications will be accepted from current State employees at the Office Technician (Typing) level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to Sophia Santiago, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please**

01/09/13SS

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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indicate "OFFICE TECHNICIAN (T) 413-786-1139-001" on the State application. For additional information, please contact (916) 492-3310 or sophia.santiago@insurance.ca.gov.

FINAL FILING DATE: Tuesday, January 22, 2013 by 5:00pm, Close of Business

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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